

Admin: Setting system administrators (Sysadmins) and application administrators

Archived

The article will guide you on setting up **System Administrators**. As a sysadmin, you will be able to set up other system & application administrators.

We will cover the following topics:

- [How to assign a Sysadmin](#)
- [How to assign an Application admin](#)
- [How to check Admin permissions](#)

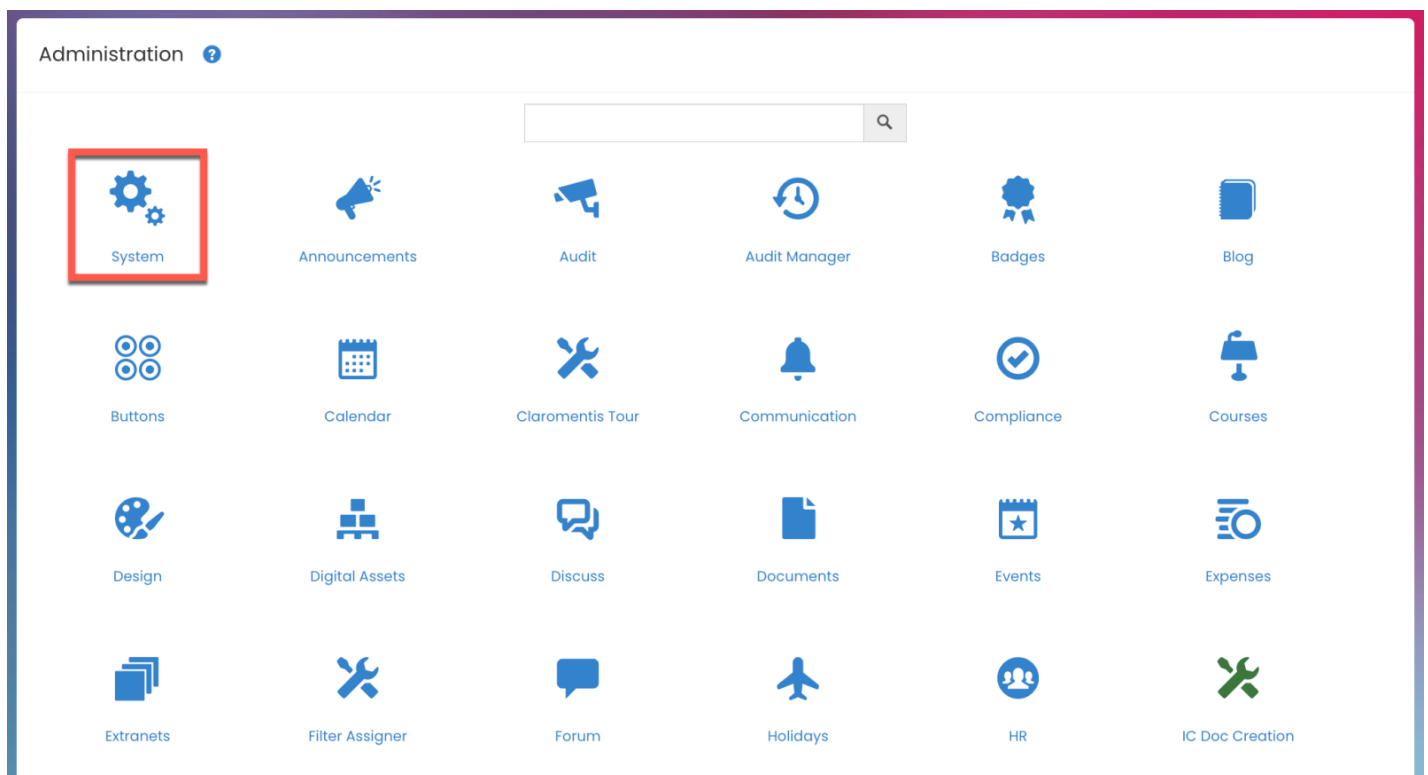
Please note: Sysadmins & Application admins are separate from [People: Roles & groups](#).

The information below is outlined in the video.

Assigning sysadmins

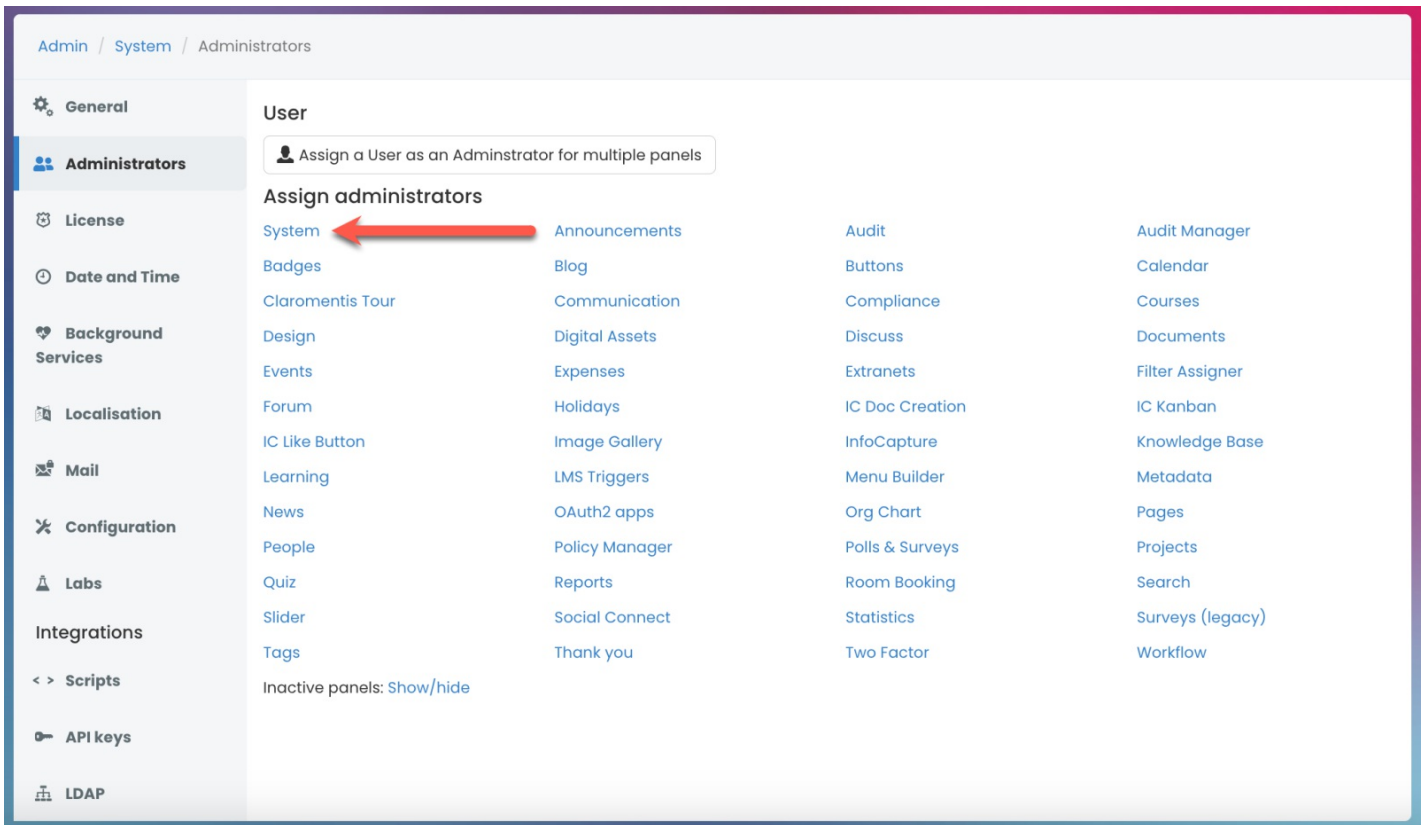
A **Sysadmin** is responsible for managing certain configuration options available in the System panel as well as making other users application administrators.

1. To assign a sysadmin, navigate to **Admin > System > Administrator**.

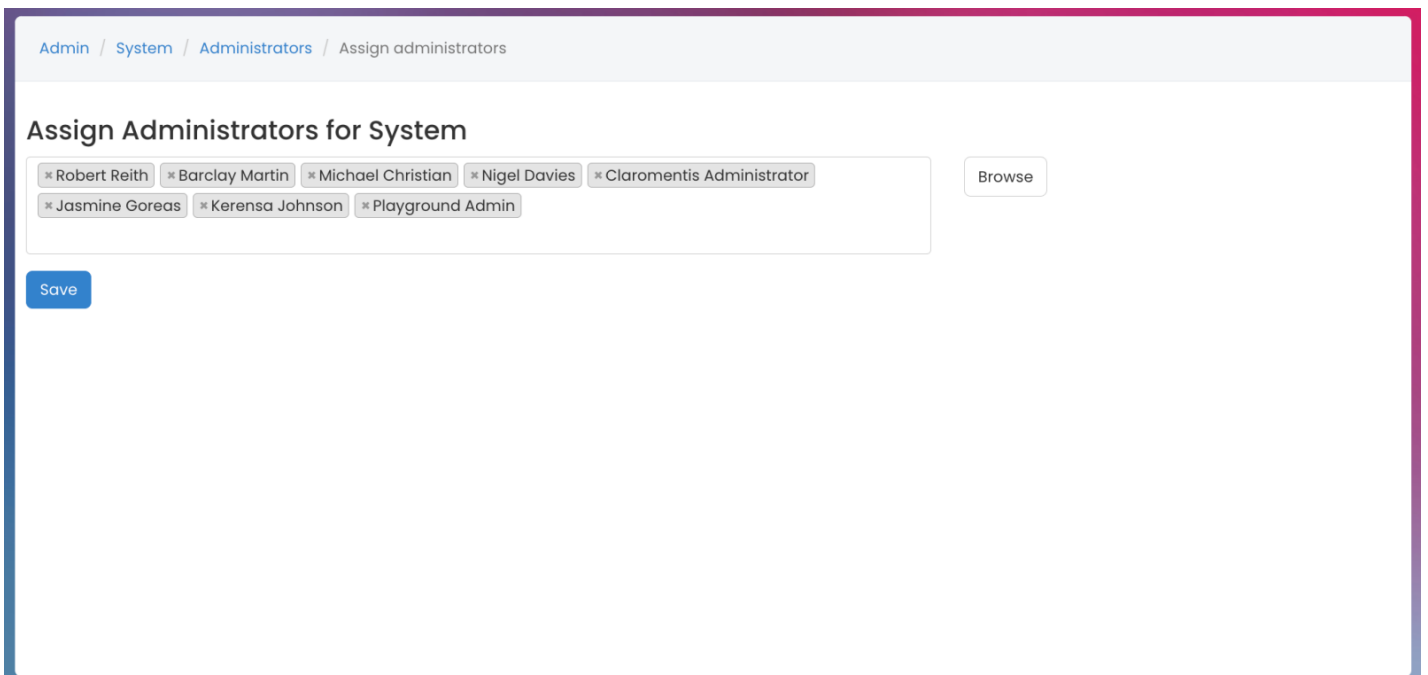


Reminder: If the application is greyed out, it means you do not have access to the admin panel. Please reach out to your internal sysadmin to give you access.

2. From the panel, select **System**.



3. Add in the user you wish to make a Sysadmin and press **Save**.

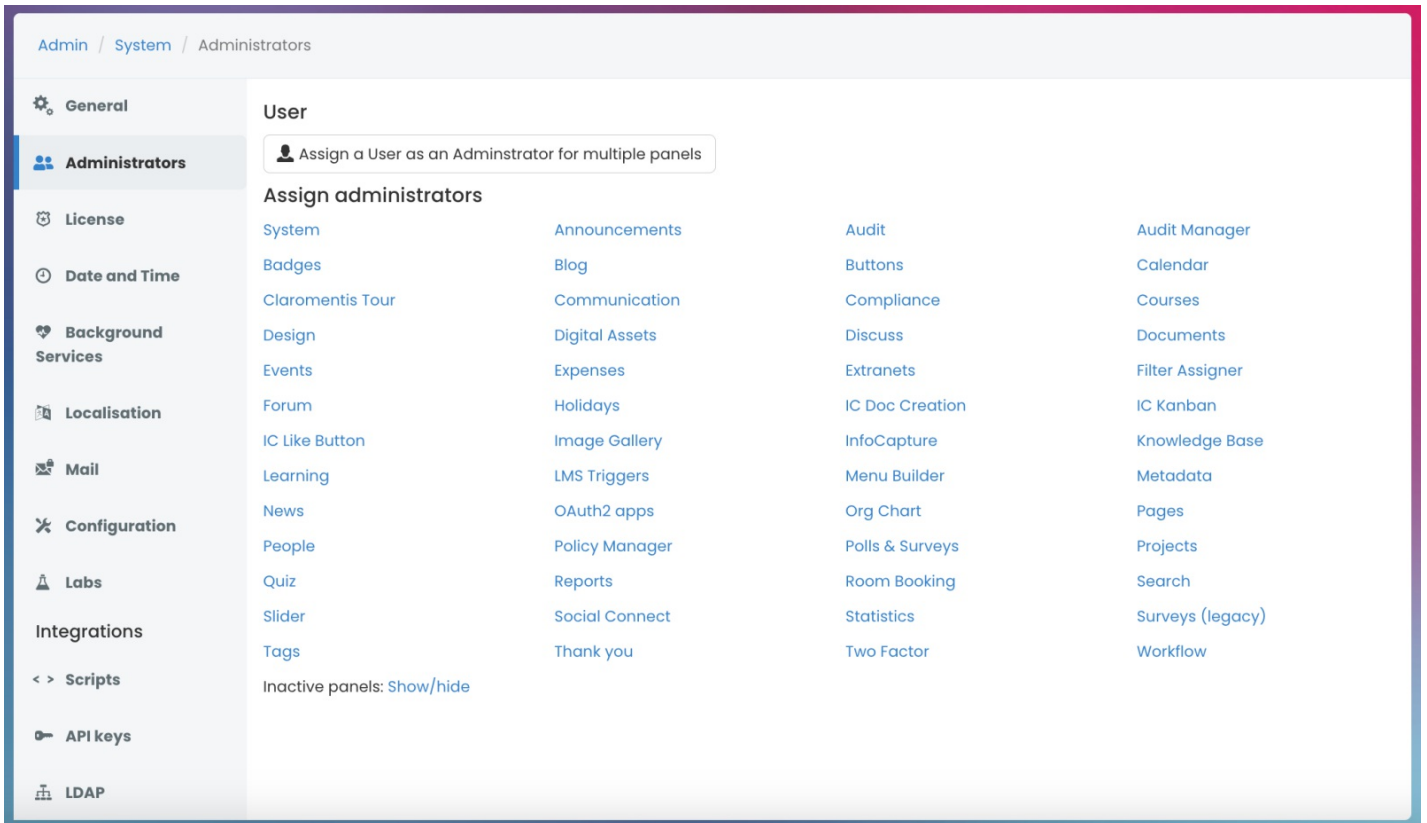


Any users added to this area will be given Sysadmin rights. Sysadmins will then be able to come into this application and set up other administrators.

Application admins

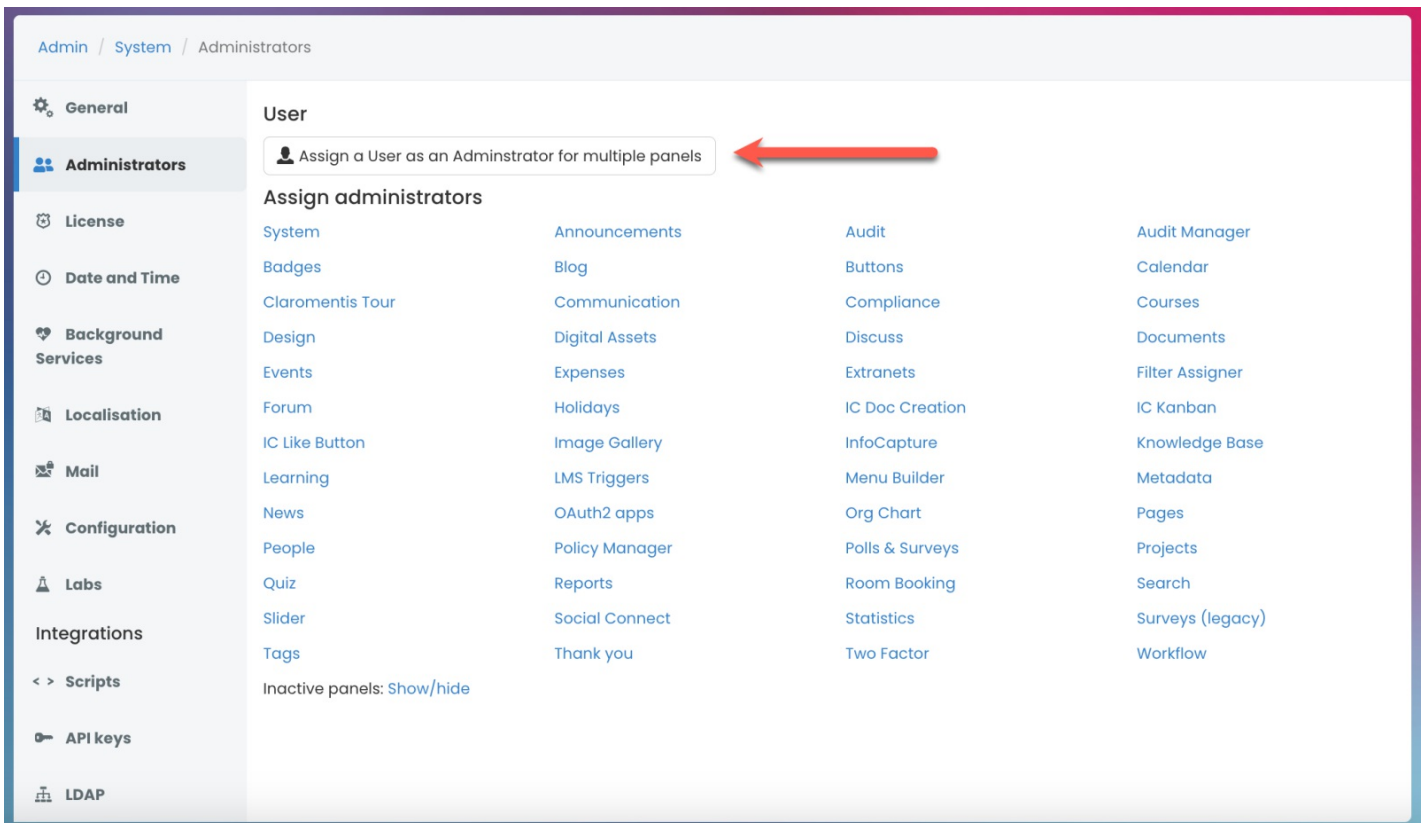
An **Application administrator** will have access to the admin side of the applications and is responsible for the applications they have rights for.

1. To set up an Application admin, navigate to **Admin > System > Administrator**.



2. Select the relevant application listed.

You can also set an administrator up for multiple applications by using **Assign a User as an Admin for multiple panels**.



3. Add in the user you wish to make an Application admin.

For multiple applications, select the user and then check the applications you would like to assign administrative access.

Assign administrators

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Select all

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> System | <input checked="" type="checkbox"/> Announcements | <input checked="" type="checkbox"/> Audit | <input type="checkbox"/> Audit Manager |
| <input checked="" type="checkbox"/> Badges | <input checked="" type="checkbox"/> Blog | <input checked="" type="checkbox"/> Buttons | <input checked="" type="checkbox"/> Calendar |
| <input checked="" type="checkbox"/> Claromentis Tour | <input checked="" type="checkbox"/> Communication | <input type="checkbox"/> Compliance | <input checked="" type="checkbox"/> Courses |
| <input checked="" type="checkbox"/> Design | <input checked="" type="checkbox"/> Digital Assets | <input checked="" type="checkbox"/> Discuss | <input checked="" type="checkbox"/> Documents |
| <input checked="" type="checkbox"/> Events | <input checked="" type="checkbox"/> Expenses | <input checked="" type="checkbox"/> Extranets | <input checked="" type="checkbox"/> Filter Assigner |
| <input checked="" type="checkbox"/> Forum | <input checked="" type="checkbox"/> Holidays | <input type="checkbox"/> IC Doc Creation | <input checked="" type="checkbox"/> IC Kanban |
| <input type="checkbox"/> IC Like Button | <input checked="" type="checkbox"/> Image Gallery | <input checked="" type="checkbox"/> InfoCapture | <input checked="" type="checkbox"/> Knowledge Base |
| <input checked="" type="checkbox"/> Learning | <input type="checkbox"/> LMS Triggers | <input checked="" type="checkbox"/> Menu Builder | <input checked="" type="checkbox"/> Metadata |
| <input checked="" type="checkbox"/> News | <input type="checkbox"/> OAuth2 apps | <input checked="" type="checkbox"/> Org Chart | <input checked="" type="checkbox"/> Pages |
| <input checked="" type="checkbox"/> People | <input checked="" type="checkbox"/> Policy Manager | <input checked="" type="checkbox"/> Polls & Surveys | <input checked="" type="checkbox"/> Projects |
| <input checked="" type="checkbox"/> Quiz | <input checked="" type="checkbox"/> Reports | <input checked="" type="checkbox"/> Room Booking | <input checked="" type="checkbox"/> Search |
| <input checked="" type="checkbox"/> Slider | <input type="checkbox"/> Social Connect | <input checked="" type="checkbox"/> Statistics | <input type="checkbox"/> Surveys (legacy) |
| <input checked="" type="checkbox"/> Tags | <input checked="" type="checkbox"/> Thank you | <input type="checkbox"/> Two Factor | <input type="checkbox"/> Workflow |

Inactive panels: [Show](#)/[hide](#)

4. Select **Save** to confirm.

Assign administrators

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Select all

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> System | <input checked="" type="checkbox"/> Announcements | <input checked="" type="checkbox"/> Audit | <input type="checkbox"/> Audit Manager |
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| <input checked="" type="checkbox"/> Forum | <input checked="" type="checkbox"/> Holidays | <input type="checkbox"/> IC Doc Creation | <input checked="" type="checkbox"/> IC Kanban |
| <input type="checkbox"/> IC Like Button | <input checked="" type="checkbox"/> Image Gallery | <input checked="" type="checkbox"/> InfoCapture | <input checked="" type="checkbox"/> Knowledge Base |
| <input checked="" type="checkbox"/> Learning | <input type="checkbox"/> LMS Triggers | <input checked="" type="checkbox"/> Menu Builder | <input checked="" type="checkbox"/> Metadata |
| <input checked="" type="checkbox"/> News | <input type="checkbox"/> OAuth2 apps | <input checked="" type="checkbox"/> Org Chart | <input checked="" type="checkbox"/> Pages |
| <input checked="" type="checkbox"/> People | <input checked="" type="checkbox"/> Policy Manager | <input checked="" type="checkbox"/> Polls & Surveys | <input checked="" type="checkbox"/> Projects |
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Inactive panels: [Show](#)/[hide](#)

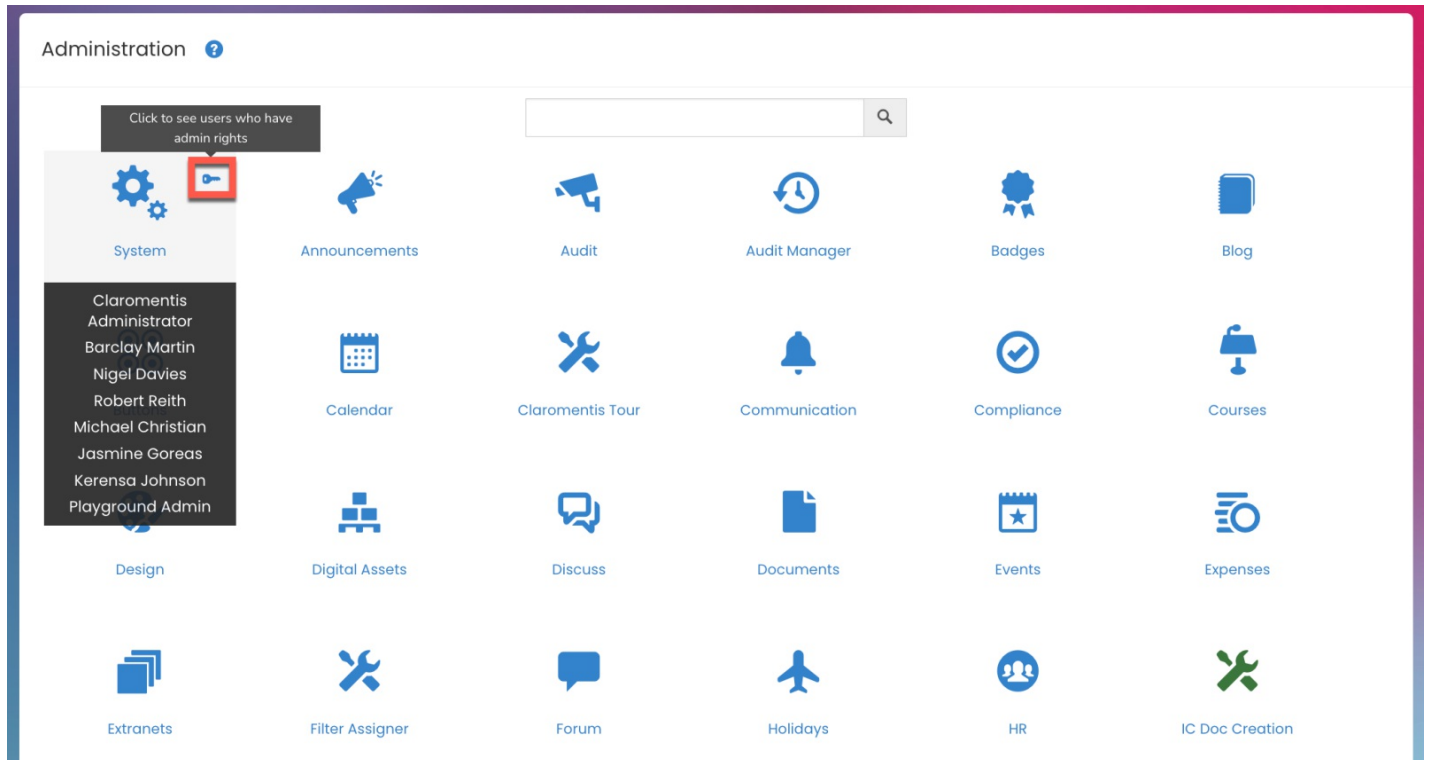


Reminder: Please be cautious when granting admin permissions as anyone who has access to the admin side of an application will be able to edit permissions within all areas of the application.

Admin permissions

You can easily check which users are Application admins and have access to specific applications.

1. Head to **Application > Admin**.
2. Hover your mouse over the application and select the key icon.



Please note: Users who are set up with admin access will not automatically see the Admin button in your Applications menu from the front-end.

To find out how to set up the Applications menu, please check out our guide on [How to configure the applications menu](#).

Last modified on 7 May 2024 by [Hannah Door](#)

Created on 1 March 2018 by [Mhairi Hutton](#)

Tags: [intranet](#), [sysadmin](#), [admin](#), [user guide](#), [superuser](#)